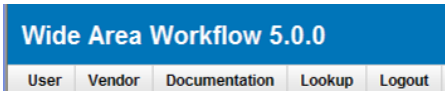

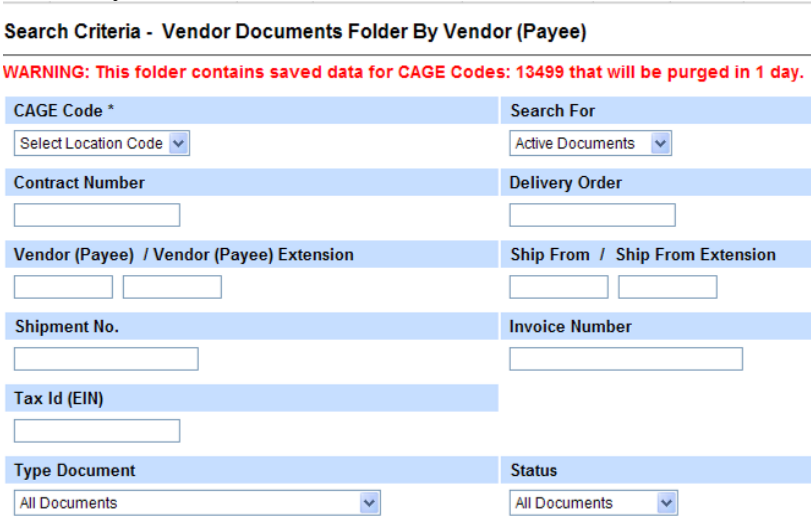


Using the Search Criteria

Overview The search criteria screen is very useful in locating any document that has been created in Wide Area Workflow. With as little as a CAGE Code WAWF can run a search providing all the available results. Or the user can narrow down the search by providing any number of additional information returning a more selective group of documents. The search criteria is used within the View Vendor Documents folder, the Access Rejected Receiving Reports folder, the Access Rejected Invoices folder, the Correction Required folder, and the Documentation Required folder.

























Procedure Follow the steps below to view the Vendor Documents folder.

Step	Action
1	After Logon, click on the Vendor link at the top of the screen. 
2	Click on History Folder . 
3	Select the CAGE Code , and key in any other fields that you feel are necessary. 

Continued on next page

Using the Search Criteria

Procedure The steps below are continued from the previous page.
(continued)

Step	Action																
4	<p>Wildcards can be used in the fields to enter partial information returning a mid-range of documents. The two wildcard signs available in WAWF are the percent sign (%) and the underscore (_).</p> <p><u>Percent Sign</u> The percent sign can be used in two different ways. The first is using the percentage sign before the variable (%A). This method performs a search where it is looking for the corresponding variable, in this case WAWF would search for an A somewhere within the field. Alternatively the percentage sign can be placed after the variable (A%) which will return every entry that begins with the corresponding variable.</p> <p><u>Underscore</u> The underscore acts as a wildcard placeholder. Entering a set of variables (such as _BC) will search for an entry that contains any variable for the underscore while matching the other listed variables.</p>																
5	<p>Documents can be found in either the Active Directory or the Archived Directory. A document gets move to the Archived Directory once it has been in the 'Void' status for 30 days or the 'Processed' status for 120 days. To change which directory you wish to search in select the radio button for the corresponding directory.</p> <div> <div>Search For</div> <div> <div>Active Documents</div> <div>Active Documents</div> <div>Archive Documents</div> </div> </div>																
6	<p>All of the date fields can be input in a number of methods.</p> <ul style="list-style-type: none"> -You can enter the date yourself by typing the year first, then the month and day (YYYY/MM/DD). -Use the calendar feature, by clicking on the calendar icon then selecting the correct. -Or by entering today's date by entering an asterisk (*) in the date field and then leave the field. <table> <tr> <td>Create / Update Date (YYYY/MM/DD)</td><td>Create / Update Date End (YYYY/MM/DD)</td></tr> <tr> <td>2010/09/29 </td><td>2010/10/29 </td></tr> <tr> <td>Acceptance Date (YYYY/MM/DD)</td><td>Acceptance Date End (YYYY/MM/DD)</td></tr> <tr> <td><input type="text"/> </td><td><input type="text"/> </td></tr> <tr> <td>Invoice Received Date (YYYY/MM/DD)</td><td>Invoice Received Date End (YYYY/MM/DD)</td></tr> <tr> <td><input type="text"/> </td><td><input type="text"/> </td></tr> <tr> <td>Estimated Delivery Date (YYYY/MM/DD)</td><td>Estimated Delivery Date End (YYYY/MM/DD)</td></tr> <tr> <td><input type="text"/> </td><td><input type="text"/> </td></tr> </table> <p>Note- Date ranges have a better chance of returning the desired document than inputting a single date will.</p>	Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)	2010/09/29 	2010/10/29 	Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)	<input type="text"/> 	<input type="text"/> 	Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)	<input type="text"/> 	<input type="text"/> 	Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)	<input type="text"/> 	<input type="text"/> 
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Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)																
<input type="text"/> 	<input type="text"/> 																

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Using the Search Criteria

Procedure The steps below are continued from the previous page.
(continued)

Step	Action
7	<p>WAWF 5.0 allows the user to identify the search results displayed per page and the text size of the results. They also have the ability to limit the resulting columns to display just the invoice or shipment information.</p> <div> <div>Result Size / Result Font</div> <div>20 Items 13px</div> </div> <div> <div>Result Columns</div> <div>Shipment and Invoice Columns</div> </div>
8	<p>Once all necessary fields have been entered click the Submit button to retrieve the search results.</p> <div> <div>Create / Update Date (YYYY/MM/DD)</div> <div>2010/09/29</div> </div> <div> <div>Create / Update Date End (YYYY/MM/DD)</div> <div>2010/10/29</div> </div> <div> <div>Acceptance Date (YYYY/MM/DD)</div> <div></div> </div> <div> <div>Acceptance Date End (YYYY/MM/DD)</div> <div></div> </div> <div> <div>Invoice Received Date (YYYY/MM/DD)</div> <div></div> </div> <div> <div>Invoice Received Date End (YYYY/MM/DD)</div> <div></div> </div> <div> <div>Estimated Delivery Date (YYYY/MM/DD)</div> <div></div> </div> <div> <div>Estimated Delivery Date End (YYYY/MM/DD)</div> <div></div> </div> <div> <div>Result Size / Result Font</div> <div>20 Items 13px</div> </div> <div> <div>Result Columns</div> <div>Shipment and Invoice Columns</div> </div> <p>Search results are based on documents worked within the last 30 days. To retrieve documents outside this range provide specific contract and/or shipment number. The minimum age of documents in the Archive is based upon their status when they were created.</p> <div> <div>Submit</div> <div>Help</div> </div>